

Monthly Electronic Service Verification Instructions

Quick Reference Guide

1. Open your internet browser (Internet Explorer , Google Chrome , or Mozilla Firefox ).
2. Type <https://milogintp.Michigan.gov> into the search bar at the top of the internet browser.
3. Enter your MILogin **User ID** and **Password**.
 - a. Click **Login**.
4. Click the **CHAMPS** application.
 - a. Click **Acknowledge/Agree**.
5. Your *Name* and *Provider ID* number will show in the top section.
 - a. In the **Select Profile** drop-down menu, select **Atypical Access**.
 - b. Click **Go**.
6. In the **Provider** drop-down menu, select **ESV Member List**.
7. Click on the **Member Name** you provided services for.
 - a. Click **Next** if there are additional pages.
8. Click the date on the calendar you provided services.
 - a. To go back to the previous months, click the < icon located by the Month.
 - b. Click the individual boxes for the individual services you provided or click on the **Mark Complete** box if you provided all services on that day.
 - c. Click **Save**.
 - d. The date selected will turn blue to indicate that the ESV information has been saved.
9. **DO NOT** submit the ESV until you have completed all services required for the entire month.
 - a. If a correction needs to be made, you can click **Edit** and **Save** before submitting.
 - b. If you have not provided services on a day that has been authorized, please contact your Adult Service Worker to adjust the authorization.
 - c. Once submitted you will no longer be able to make changes.
10. Click **Submit**.

11. A confirmation pop-up will appear, click **OK** to confirm submission.
12. Read the Terms and Conditions and click **Agree** if you acknowledge and agree.
13. The ESV has been successfully completed.
 - a. If you have another client, click **ESV Member List**.
 - b. **Logout**.

Provider Resources:

- Home Help Hotline: 1-800-979-4662
- Home Help Email: ProviderSupport@Michigan.gov
- Home Help Website: www.Michigan.gov/HomeHelp